

**Memorandum of the Meeting  
Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, March 05, 2018**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the usual place, Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, March 05, 2018** at the time of 7:00 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Additional Officials Present:** Alex M. Brown, Parks and Recreation Superintendent; Kenneth J. Mika, Building Commissioner/Zoning Administrator; and Kathy DeGuilio-Fox, Redevelopment Director were present.

*Additionally present:* Ed Dabrowski, Contract Information Technology Consultant; Susan Murovic, Advisory Board of Zoning Appeals; Carlos Aburto and Abe Rivera of the Park and Recreation Board were additionally present.

*Guests:* Daniel R. Atilano, AIA, Principal, Dewberry Associates Architects; Matt Mihalik, Engineer, Garcia Engineering; Dion Katsouros and Scott Cherry of Skillman Corporation; and Matt Reardon of MCR, Partners were also present.

**General Substance of Matters Discussed or Proposed**

1. **Discussion with Matt Reardon of MCR Partners, regarding a proposed small showroom, office and garage to store vehicles for Kubiak Construction.** (*Matt Reardon is also a member of the Highland Economic Development Commission.*) Mr. Reardon represented his client Kubiak Construction regarding a relocation of his current business from 8338 Kennedy Avenue, Highland to new location at the corner of Kennedy Avenue and 45<sup>th</sup> Avenue. The Kennedy and 45<sup>th</sup> Avenues property was for sale.

Mr. Reardon presented printed building designs and indicated that he would be seeking approximately 2,000 square ft. of office and showroom space and 5,000 sq. feet of garage space for his client to relocate at the site described.

The Building Commissioner, Mr. Mika, noted that the desired site is currently zoned B-1 Business District. The proposed use is not a listed one, so a zoning variance would be necessary. He further noted that as conceived in the prepared drawings, the building would require much different materials to comply with the redevelopment overlay district. The Building Commissioner noted that the property under consideration was still in acreage, so would require subdividing, and would be bound by the drainage requirements of the Subdivision Control Ordinance.

The Town Council and Mr. Reardon discussed alternative locations. Some members of the Town Council indicated reluctance for the particularly described proposal to be located at the Kennedy and 45<sup>th</sup> Avenue location. However, the Redevelopment Director indicated that she would work with Mr. Reardon and his client in an effort to find a suitable alternative location.

2. **Presentation by and Discussion with the Parks and Recreation Department regarding its proposal to move forward with Construction of an indoor turf multipurpose facility as part of the existing Lincoln Community Center.** The Parks and Recreation Superintendent reported that at the time of the design of the Lincoln Community Center, a master plan was conceived that included the proposed multipurpose indoor turf facility, that could be constructed at a later time.

The Parks and Recreation Superintendent reported that the facility would support indoor soccer, football, baseball, volleyball, and basketball if desired. He further reported joined by Daniel R. Atilano, AIA, Principal, Dewberry Associates Architects; Matt Mihalik, Engineer, Garcia Engineering; Dion Katsouros and Scott Cherry of Skillman Corporation that the facility as conceived would add 49,875 sq. feet to the Lincoln Community Center. It was further noted that there would be some added parking to the facility. The representatives also discussed the use of flooring that would extend the utility of the facility, that would be placed on top of the artificial turf. The Parks and Recreation Superintendent also suggested that a physical therapy room would be included in the design in response to a prospect that a local health care provider contacted him and asked for a site that it may lease for this purpose.

The summary of costs as discussed is shown below. It is noted that the facility is informed by a similar one designed by Dewberry Associates at Romeoville, Illinois.

Multi purpose Facility		
1	New Construction	50,000 sf x \$172/SF \$ 8,605,000
2	Site Work/parking/Utilities	Allowance \$ 847,500
3	General Conditions	5% of 1 & 2 \$ 466,625
4	<b>Total Construction Costs</b>	1+2+3 = \$198/SF \$ <b>9,919,125</b>
5	Soft Costs/Contingency/Furniture/Equipment	Estimated at 30% of 4 \$ 2,975,738
		<b>Total Project \$ 12,894,863</b>
6	Hardflooring option	Estimate for the flooring \$ 600,000
		<b>Adjusted Project Costs \$ 13,494,863</b>

The Clerk-Treasurer commended the management of the Parks and Recreation Department and noted favorably the diversity of revenue sources used to support recreation programs by the department. The Clerk-Treasurer cautioned about the impact of the circuit breakers on the FY 2017 property tax collections to the operating funds, noting that to protect the property tax funded debt service, the several operating funds were reduced to an effective collection rate of 93%. The Clerk-Treasurer further noted that this project if approved would be amortized over 20 years, bringing its debt service schedule past 2020, when the existing transition provisions regarding ameliorating the effects Circuit Breaker for Lake and St. Joseph Counties will expire.

The Clerk-Treasurer further noted the pending settlement for SSO Plan for the Sanitary District and its significant amounts, adding more pressure on fiscal capacity. He suggested that there be some serious consideration to dedicating revenues generated by the facility to support debt service through the lease levy and that the board and the Town council consider an elective referendum under IC 6-11-20-3.6 or 3.7 to allow the debt service to be outside the circuit breaker impacts.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 05, 2018**, was adjourned at 8:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
 Clerk-Treasurer